



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

PARK & CAMPGROUND MAINTENANCE HELPER

(Seasonal Position)

Application Deadline: May 31, 2019

DEPARTMENT: County Administration, Parks & Recreation Division
LOCATIONS: Countywide
SALARY: Range PT850 - \$15.35/hr. – 40 hrs./wk. – No County benefits
TERM: Through October 31, 2019

ESSENTIAL JOB DUTIES: Inspects various park areas; performs general maintenance work such as mowing lawns, raking leaves, repairing plumbing, roofs, drains, floors, cleaning restrooms, and painting; may perform minor construction work such as mixing and pouring cement, installing windows and doors; operates various equipment such as trucks, chainsaw, lawn mower, and hand tools; maintains all park maintenance equipment.

EMPLOYMENT STANDARDS

Experience/Education: High school graduate or equivalent with six months of related prior outdoor maintenance and public contact experience. Lawn irrigation repair experience is desirable.

Knowledge of: Maintenance and basic lawn maintenance work; operation of tools and equipment necessary for maintenance and lawn maintenance work.

Ability to: Perform general maintenance and operate equipment used for general maintenance work; understand and carry out oral and written instructions; communicate effectively and deal tactfully with the general public and others contacted in the course of work; work outdoors for extended periods under varying weather conditions, including extreme temperatures, sun, wind, and insects; handle, feel, and operate objects, tools, or controls; reach with hands and arms; stand, walk, and talk or hear; sit, climb and descend stairs and balance; stoop, kneel, crouch, and crawl; lift and carry up to 75 pounds.

Special requirements: This position will be required to work on holidays, weekends, and evenings as needed. Must possess a valid operator's license issued by the State Department of Motor Vehicles.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral examination.

APPLICATION: Applications **must be received** no later than 5:00 p.m. on **May 31, 2019 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) and the Death Valley area (Death Valley, Shoshone, and Tecopa). All positions are Countywide positions. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.